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17 December 1971

MEMORANDUM FOR: Chairman, Records Management Board

SUBJECT : Records Management Activities - DCI Area
Semi-Annual Report - July - December 1971

As you are well aware, there isn't a great deal to report in the way of Records Management activities in the DCI area. What I have been able to ascertain are the following:

I Microfilming

Cable Secretariat reports that they are caught up with filming for cables, except the immediate preceding 6 month period. This is intentional to permit changes to be made in hard copy form before the traffic is microfilmed. They are presently filming at a 48 to 1 ratio using a Recordax 600-K camera. Approximately, 10,000 pages are captured on a reel of film.

I am not aware of any other microfilm projects underway in the DCI area at this reporting.

II Training

(a) Microfilm Seminar:

The following named personnel representing offices in the O/DCI attended the Microfilm Seminar during the reporting period:

Name

Office

25X1A



Executive Registry
Cable Secretariat
Cable Secretariat
Cable Secretariat
Cable Secretariat


(b) 5th Annual Records Management Conference:


Four representatives from the offices of the Office of the Director attended and participated in the 5th Annual Records Management Conference. They were:

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	<u>Name</u>	<u>Office</u>
25X1A		Executive Registry Cable Secretariat OPP OGC

III Records Retention Plans

25X1A  the project officer for Retention Plans visited the Offices of the O/DCI to discuss the need for a retention plan in their respective offices. Reportedly each representative wholeheartedly agreed, with the distinct proviso "we do the spadework".


Assistant to the Senior RMO, ODCI

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